2008 ANNUAL FACILITY REPORT - FREQUENTLY ASKED QUESTIONS

Questions	*Answers*
Instructions and Forms	
How can I get another copy of the **2008 California Supplemental Instructions** and Forms and/or the **2007 HWR Instructions and Forms**?	The **2008 California Supplemental Instructions and Forms** can be downloaded from **http://www.dtsc.ca.gov/HazardousWaste/AnnualReports/index.cfm**, and the **2007 HWR Instructions and Forms** from DTSC's web site at: **http://www.dtsc.ca.gov/HazardousWaste/AnnualReports/index.cfm.** Contact us if the Internet is not accessible – see page 14.
Where can I find the most current EPA Flat File Specifications?	Go to DTSC's website at: **http://www.dtsc.ca.gov/HazardousWaste/AnnualReports/index.cfm**
Who Is Required To File?	
Who is required to submit a 2008 AFR?	Generally, only **permitted TSDFs**. See page 5 for clarification.
Are Small Quantity Generators (SQGs) and Large Quantity Generators (LQG's) required to file?	No, if they only generated waste and did not treat, store, or dispose of waste. See page 5 for clarification.
Are "California Only" handlers required to file?	No. See page 5 for clarification.
I just bought this company. Am I required to file?	Yes. Records of past hazardous waste handling activity from the previous owner should have been received. Contact the transporter for missing copies of manifests.
I am no longer treating hazardous waste. Am I required to file?	No. If all operations **and** all clean up activities prior to January 1, 2008 have ceased, submit an Exemption Form (Appendix D).
How do I submit an exemption?	Submit an Exemption Form, (Appendix D).
Workshops/Training	
Are workshops or training sessions going to be given?	No. Most TSDFs can complete the report if they read the instructions thoroughly. Assistance is available if necessary. See page 13.
Where do I get for help with the software?	Review the Waste Reporter Software Guide in Appendix E, and the Software Tips on page 17.

Reporting Information	
Is wastewater reported?	No. If the wastewater is sent via a hard piped inline treatment system, directly to a Publicly Owned Treatment Works (POTW). Call (916) 322-2880 for clarification.
What waste must be reported?	All RCRA and non-RCRA (California only) is required to be reported in the AFR.
Is universal waste reported?	No. Universal waste is exempt and is not reported.
How can I tell if I am exempt?	See page 5 of the **2008 California Supplemental Instructions**.
I can't find all of my records? Will AFR Staff give me copies of my missing manifests?	No. Contact the previous owner or the transporter to obtain missing manifests.
How do I submit my report?	By mail, using the address on page 14. Complete the Cover Sheet on page 8 before mailing the report.
Can I fax my report to meet the deadline?	No. Submissions must contain **original signatures** and must be **postmarked**, *not received*, by the deadline. Submissions should include an electronic version of the report as described on page 16.
Internet	
Is information available on the Internet for the 2008 AFR and/or the 2007 HWR?	Yes. Go to: **http://www.dtsc.ca.gov/HazardousWaste/Annual Reports/index.cfm**
Can I e-mail my transmittal file?	No. Submissions must be signed and sent by mail, with the transmittal file diskette attached.
Software	
Where can I get the Waste Reporter software?	There is a link to the free software at: **http://www.dtsc.ca.gov/HazardousWaste/Annual Reports/index.cfm**
How do I use the software?	See User Guide, Appendix E, and Tips on page 17.
What if I can't see the right hand scroll bar?	Resize your monitor resolution to **1024 x 768**.